

Requesting Your Official Transcripts from The College of Saint Rose

The first 20 official transcripts from the College are free. A fee will be charged for each transcript beyond that. Please allow 6-8 weeks after the course end date for grades to be finalized. We process all transcript requests within 4-5 business days of receipt, pending the finalization of grades. The processing time could be longer during peak registration periods. In-person requests will be done immediately. We do not issue unofficial transcripts. We cannot fax or email transcripts. Any holds on your account must be removed before we will process a request.

You can request your transcripts through one of the following three methods:

Ordering Transcripts Online

- Go to: <https://www.strose.edu/academics/registrar/forms-applications-and-instructions/transcript-requests/>
- Click the link for National Student Clearinghouse Transcript Ordering Center.
- The site will walk you through the ordering process, which does include a small processing fee of \$2.25 per request, paid directly to the Clearinghouse.
- To ensure confidentiality and to comply with federal regulations, you must complete the consent to release form before orders are processed.
- Order updates will be e-mailed to you from the Clearinghouse. You may also track your order through the Clearinghouse website or receive text updates.

If you need help or have questions about the Clearinghouse's transcript ordering service, contact them via e-mail at transcripts@clearinghouse.org or by phone at (703) 742-7791.

Ordering Transcripts by Mail

- Go to: <https://www.strose.edu/academics/registrar/forms-applications-and-instructions/transcript-requests/>
- Click to download the Transcript Request Form.
- You must complete the request form and include all of the following:
 - Your full name (including other last names, if applicable)
 - Your Saint Rose student ID number or your social security number
 - Approximate dates of attendance or date of graduation
 - The complete address of where you would like the transcript to be mailed
 - Your signature, to release your transcripts

Our mailing address is:

The College of Saint Rose
Registrar's Office
432 Western Ave
Albany, NY 12203

Ordering Transcripts In-Person

- Current students and alumni can obtain their official transcripts in-person by coming to our office during business hours and completing a Transcript Request Form.

Our office location is:

Saint Joseph Hall
985 Madison Ave, 4th Floor
Albany, NY 12203

**As of August 1, 2016 we will no longer accept Transcript Requests by fax or email.*

The College of Saint Rose

Office of The Registrar, 432 Western Avenue, Albany, NY 12203

Phone: (518) 458-5464

Email: registrar@strose.edu

Transcript Request Form

DATE REQUESTED

NUMBER OF TRANSCRIPTS

STUDENT ID# OR SOCIAL SECURITY #

LAST NAME

(OTHER LAST NAME)

FIRST

M.I.

STREET

TELEPHONE #

CITY

STATE

ZIP

BIRTH DATE

PLEASE SEND TRANSCRIPT TO:

SAME ADDRESS AS ABOVE ↑

SAINT ROSE GRADUATE ADMISSIONS

ADDRESS BELOW ↓

COLLEGE, SCHOOL, ORGANIZATION OR STATE DEPARTMENT

NAME/DEPARTMENT

STREET

CITY

STATE

ZIP

DID YOU COMPLETE A DEGREE PROGRAM AT THE COLLEGE OF SAINT ROSE

Yes Bachelor's _____ Semester _____ Year

Master's _____ Semester _____ Year

No—If No, The date last enrolled _____ Semester _____ Year

PLEASE NOTE:

■ The Registrar's Office does NOT issue unofficial transcripts.

■ The Registrar's Office CANNOT fax transcripts.

SEND TRANSCRIPT:

Immediately After Final Grades

After Degree Awarded

NYSUT/TEI/CITE/ETS STUDENTS ONLY:

Specify courses to be included on your transcript.

- The first 20 transcripts from the College are free of charge. A fee will be charged for each transcript after that.
- The student may personally receive up to five transcripts at a time.
- Undergraduate and Graduate records count as one copy.

By signing this form, I give my consent to release my transcripts as indicated above.

X

SIGNATURE

FOR OFFICE USE ONLY

DATE PROCESSED: _____

PROCESSED BY: _____

NOTE: TRANSCRIPT REQUEST WILL NOT BE PROCESSED WITHOUT STUDENT'S SIGNATURE

Rev. 06/2016